



Nebraska VR

Nebraska Department of Education

Training Request

10/23/2013

Title of Training:		Sponsor																										
Date(s) (m/d/yr)	Contact hours (actual training hours only)	Location																										
Program content (attach detailed program agenda)																												
<p>How do you think this training will improve a skill or knowledge you need for your job? (to be answered by staff requesting the training), Include your rationale for attending this training, was it an identified training area during your performance evaluation, how will this knowledge be used and shared?)</p>																												
Participant names																												
Office Director reason for approval/disapproval: (see back of form for guidance on approval)																												
Itemize anticipated costs Registration fee/tuition* _____ Lodging (state gov rate) _____ Meals _____ Travel (except personal auto) _____ Personal auto __miles @ current reimbursement rate (do not list state car) _____ Other costs _____ <div style="text-align: right;"><i>Total</i></div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Approvals</th> <th style="text-align: center;">Approved</th> <th style="text-align: center;">Denied</th> <th style="text-align: center;">Initials</th> <th style="text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>Office Director</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Director</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td colspan="5">(Director approval out of state only)</td> </tr> <tr> <td colspan="5" style="padding: 5px;">IST #</td> </tr> </tbody> </table>		Approvals	Approved	Denied	Initials	Date	Office Director	<input type="checkbox"/>	<input type="checkbox"/>			Director	<input type="checkbox"/>	<input type="checkbox"/>			(Director approval out of state only)					IST #				
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Out of State Training requires VR Director approval, other cost training Office Director approval only. Local office responsible for registration.
 *Registration costs may require a Purchase Order. Contact Fiscal Staff in the State Office to complete a purchase order for you. Do not charge on your personal credit card.

Coded copies returned to: staff member requesting training, office director, associate responsible for bill paying, and state office staff responsible for expense reimbursement auditing.

See Reverse side for checklist and instructions

Staff Responsibility

1. Identify training opportunity based on job duties or responsibilities as identified on performance evaluation.
2. Complete Request.
 - ☐ Contact hours: include only hours where actual training is provided. Do not include, introductions/welcome sessions, breaks, lunch (unless working lunch) or wrap-up sessions. Exception: if there is a speaker during the welcome or wrap-up sessions then the time can be included in contact hours.
 - ☐ Program content: Detailed agenda with session times is preferred. Only attach a brochure or general description if a detailed agenda is not available.
 - ☐ How do you think this training will improve a skill or knowledge you need for your job? Include **your** rationale for attending this training, was it an identified training area during your performance evaluation, how will this knowledge be used and shared?
 - ☐ Itemize anticipated costs: Refer to NDE Administrative Memo 205 Employee Expense Reimbursement for Lodging, Meals, and Personal Auto costs.
 - ☐ If there is a registration fee the training request must be completed and approved in time to take advantage of “early registration” discounts. Exception: if the training opportunity was not received by the staff person until after the “early registration” period has passed.
 - ☐ If the Training Request for cost training is approved submit registration and make motel reservations if appropriate.
 - ☐ Motel reservations: ask for State Government rate and for room to be direct billed.
 - ☐ Registration costs may require a Purchase Order. Contact Fiscal Staff in the State Office to complete a Purchase Order.
 - ☐ After training is complete submit evaluation on Survey Monkey using the link you are provided.

Office Director Responsibility

1. Determine appropriateness of training
 - ☐ Was this training need identified on their Performance Evaluation.
 - ☐ Is this person the “lead” for this area for your team, i.e. Autism Contact, TBI Contact?
 - ☐ Assess whether the time away from the office justifies the type of training being requested? Is the team on target to achieve their goals? Has this individual attended other training of this type?
 - ☐ Did this person take advantage of the early bird registration or provide reason why they couldn’t?
2. For cost training not sponsored by VR maximum of two staff will be approved to attend. If more than one staff person is recommended please explain why the additional staff person should attend.
3. Provide justification and reason for approval on Training Request .
4. Office Directors are the final approval for all training except out-of-state training. Office Directors must approve and provide approval reason on training request before sending to State Office for Agency Director approval. All Training Requests must be sent to State Office for recording and monitoring.
5. Office Directors will not submit approved Training Requests for Webinars until the webinar has occurred to confirm that staff actually attended the webinar.
6. If a staff member is registered for a training event and they resign before the event occurs their participation in the training event will be cancelled, regardless if registration/airline tickets have been purchased.

State Office Responsibility

1. Training Requests will be created by State Office for Agency sponsored training, i.e. New Staff Training, State Staff or other training initiated by State Office.
2. Motel reservations will be made by State Office when the Training Request was State Office generated unless otherwise directed.

Out of State Training

1. Out-of-state training requests must be sent to Agency Director for approval
2. If staff are approved for Out of State Training Cinda Wacker will assist in completing the Out of State Travel request and assist with making training registration, motel and airline reservations.